



ComVida Corporation
EMS and Payroll Webinar Class Registration Form
March to June 2016

#201 – 319 Governors Court
 New Westminster, BC V3L 5S5

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Bill To:

Class	Date	Description	Participant(s) Name	Price Per site
Adjustments (Payroll 4.2)	March 24 th <input type="checkbox"/> 8:30 am PDT <input type="checkbox"/> 10:30 am PDT April 7 th <input type="checkbox"/> 1:30pm PDT June 30 th <input type="checkbox"/> 10:30 am PDT	This course will review several scenarios to help you understand what types of adjustments are needed, when they are needed, and how to enter them.		\$140.00
Report Writer (Payroll 4.2)	March 24 th <input type="checkbox"/> 1:30 pm PDT April 7 th <input type="checkbox"/> 8:30 am PDT <input type="checkbox"/> 10:30 am PDT June 16 th <input type="checkbox"/> 8:30 am PDT June 30 th <input type="checkbox"/> 1:30 pm PDT	This course will show you how to interpret the report setup. Copy and modify reports. User filters and sorting as well as the more advanced features available in the Payroll Report Writer.		\$140.00
Shifts to be Filled (EMS 4.2)	March 31 st <input type="checkbox"/> 8:30 am PDT <input type="checkbox"/> 10:30 am PDT June 23 rd <input type="checkbox"/> 1:30 pm PDT	This course is designed for anyone responsible for scheduling. We will go over all of the steps required for covering shifts. We will teach you how to effectively use the Shifts to be Filled page with all the new features and enhancements.		\$140.00
Employee Self-Serve (EMS 4.2)	March 31 st <input type="checkbox"/> 1:30 pm PDT April 14 th <input type="checkbox"/> 8:30 am PDT	This course is designed for those organizations that wish to alleviate the phone calls to the Scheduling office by having your staff log onto ComVida to view or access their own schedules. This set up is completely secure so users will be able to access only their own profile.		\$140.00

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Notifications (EMS 4.2)	April 14 th <input type="checkbox"/> 10:30 am PDT <input type="checkbox"/> 1:30 pm PDT June 23 rd <input type="checkbox"/> 8:30 am PDT <input type="checkbox"/> 10:30 am PDT	This course was designed to teach users how to use the system to send 2 way communications between supervisors, Department heads and other staff. Vacation Requests, Worked Hours, Expiring Skill Sets, Upcoming Reviews and Meetings are just some examples of this feature.		\$140.00
Payroll Reports Menu (Payroll 4.2)	April 21 st <input type="checkbox"/> 8:30 am PDT <input type="checkbox"/> 10:30 am PDT May 5 th <input type="checkbox"/> 1:30 pm PDT	This course is will show you how to generate the standard payroll reports. We will review filtering, sorting options, and how to utilize these reports to aid you in the processing and auditing of payroll.		\$140.00
Record of Employment (Payroll 4.2) *NEW 2016 REQUIREMENTS*	April 21 st <input type="checkbox"/> 1:30 pm PDT May 5 th <input type="checkbox"/> 8:30 am PDT <input type="checkbox"/> 10:30 am PDT	This course will show you how to export the ROE from ComVida and upload the ROE online to Service Canada. The Service Canada requirements for ROE submission have changed in 2016 and this course will cover the new ROE generation and submission process.		\$140.00
Setting up a New Operator (EMS 4.2)	April 28 th <input type="checkbox"/> 8:30 am PDT <input type="checkbox"/> 10:30 am PDT	This course is designed for the user responsible for setting up new operators of the system. In this class we will explain all fields in the Operator Page and what impact they have.		\$140.00
HR Pages (EMS 4.2)	April 28 th <input type="checkbox"/> 1:30 pm PDT May 12 th <input type="checkbox"/> 8:30 am PDT	This course will teach users how to create their own custom HR pages. Anything that is currently being tracked manually in Excel or on paper can be tracked electronically on a custom page. This allows the user the capability to run reports and track information easily.		\$140.00
Data Templates Importing/Exporting from HR (EMS 4.2)	May 12 th <input type="checkbox"/> 10:30 am PDT <input type="checkbox"/> 1:30 pm PDT	This course will demonstrate how powerful the import and export feature can be. With the use of data templates, data can easily be imported or exported. Data from Payroll can also be imported to EMS; likewise, data from EMS can be imported to Payroll.		\$140.00
HSCIS Report (EMS 4.2)	May 19 th <input type="checkbox"/> 8:30 am PDT <input type="checkbox"/> 10:30 am PDT June 2 nd <input type="checkbox"/> 1:30 pm PDT	This course is designed for the user responsible for HSCIS reporting. We will review the setup, maintenance, and generation of HSCIS information to be reported to the Health Employers Association of BC (HEABC).		\$140.00
Payroll Time-Saving Tips & Best Practices (Payroll 4.2) *NEW*	May 19 th <input type="checkbox"/> 1:30 pm PDT June 2 nd <input type="checkbox"/> 8:30 am PDT <input type="checkbox"/> 10:30 am PDT	This course will show you some great time saving features that you may not be currently taking advantage of in ComVida Payroll 4.2. These will help you to minimize data entry and ensure accurate payroll record keeping. We will demonstrate how to use some of the payroll tools and show you some shortcuts to help maximize productivity.		\$140.00

Class	Date	Description	Participant(s) Name	Price Per site
Shift Handling (EMS 4.2)	May 26 th <input type="checkbox"/> 8:30 am PDT <input type="checkbox"/> 10:30 am PDT	This course is for the user(s) that would update schedules. Typically this would be Schedulers or managers, but it is open to anyone interested. We will show you how to make changes to schedules to reflect the correct assignments using all three methods of Shift Handling.		\$140.00
Type Blocks & Filters (EMS 4.2)	May 26 th <input type="checkbox"/> 1:30 pm PDT June 9 th <input type="checkbox"/> 8:30 am PDT	This course will show users how to set up and use Filters in ComVida. This simple but powerful feature will help save time in your daily tasks.		\$140.00
Terminating an Employee – Locating Incorrectly Terminated EEs (EMS 4.2)	June 9 th <input type="checkbox"/> 10:30 am PDT <input type="checkbox"/> 1:30 pm PDT	This course will walk through the procedure to terminate an employee. Also, steps will be shown to make sure that all currently terminated employees were terminated correctly. This will ensure that your active employee count is up to date and accurate.		\$140.00
Q & U – Qualified and Unqualified Employer EI (Payroll 4.2) *NEW MATERIAL*	June 16 th <input type="checkbox"/> 10:30 am PDT <input type="checkbox"/> 1:30 pm PDT June 30 th <input type="checkbox"/> 8:30 am PDT	This course is designed for clients with multiple CRA Business numbers. We will show you how to properly move employees from Unqualified to Qualified status (or vice-versa) in order to ensure that Employer EI is being calculated at the prescribed rate and that other crucial payroll items tied into an employee's Qualified/Unqualified status are functioning properly. This will help minimize common errors which can impact net pay and ensure that T4s are processed correctly.		\$140.00

Note (1): All classes are approximately 1 hour in length. Check desired class time. The duration of each webinar may vary depending on the number of participants and the questions asked. All times are Pacific time zone.

Note (2): Please include an email address. We will email the link for accessing the webinar via *GoToMeeting* along with the course materials prior to the class.

If the dates and times offered above are not convenient and you wish to attend a class at an alternate time please contact Helpdesk@comvida.com and we will do our best to accommodate your request.

Subtotal:	
GST (5%) BC PST (7%)	
Balance Due:	

Space is limited so be sure to register early! 24-Hour cancellation notice required.